

Request for Consideration (RFC) Instructions

Please Submit RFC to: [IT Governance Support](#)

✓	Checklist item	Instructions
Section 1: General (Please use arrow keys to navigate through RFC Template)		
<input type="checkbox"/>	a. Submitter Information	<p>Submitter Name: Provide the name of the DCSS Deputy Director or LCSA Director who is submitting the RFC.</p> <p>Submitter Organization: Provide the Submitter's Organization – DCSS Division or LCSA.</p> <p>Submitter Email: Provide the e-mail address for the Submitter.</p> <p>Primary Contact Name: Provide the name of the person designated by the Submitter as primary contact who is responsible for addressing any questions or concerns regarding the RFC.</p> <p>Primary Contact Phone: Provide the phone number for Primary Contact.</p> <p>Primary Contact Email: Provide the email address for the Primary Contact.</p>
<input type="checkbox"/>	b. System Impact (Check only one box)	Check the primary system that will require a coding change.
<input type="checkbox"/>	c. Other Impacts	<p>Check all boxes that apply.</p> <p>A forms request must have a completed BSS 400, draft Form(s) Mock-Up and list the affected Forms Set(s). A report request must have a draft Report Mock-Up (can be in Excel) and a Draft Report Specification.</p>
<input type="checkbox"/>	d. Source Reference	Include related RFC ID or other document reference that may have information important to the RFC. Is there an existing RFC that covers or overlaps this request; can they be combined? Does it include State or Federal law references, when applicable? Also include code or regulations references (State or Federal law).
Section 2: Description and Justification		
<input type="checkbox"/>	a. Date Change Needed By and Justification for Release Date	<p>Date: Enter the date the change is required to be implemented based on the business need.</p> <p>Justification for Date: State the business need that justifies the implementation date entered.</p>
<input type="checkbox"/>	b. Summary Description	Succinct description of the issue or change reflected in the request. This description should be no more than two to three sentences.
<input type="checkbox"/>	c. Detailed Description	Please respond to all items in this section. If the item does not apply to your request, indicate "Not Applicable" and provide the reason why.
<input type="checkbox"/>	d. Justification	Please respond to all items in this section. If the item does not apply to your request, indicate "Not Applicable" and provide the reason why.
Section 3 – Declaration		
<input type="checkbox"/>	Submitter Declaration	This checkbox must be marked. By marking the box the RFC is considered to be submitted by the Submitter. The Submitter is responsible for supporting the proposed change throughout the IT Governance Process.